

ACT State and District Testing Checklist of Dates

Website: www.act.org/aap/alaska

Standard Time Testing		Accommodations Testing
ACT WorkKeys Internet Admin	November 10, 2014 – February 13, 2015	ACT WorkKeys Internet Admin November 10, 2014 – February 13, 2015
The ACT Initial Test Date The ACT Makeup Test Date	March 3, 2015 March 31, 2015	ACT Accommodations Window March 3-17, 2015
ACT WorkKeys Initial Test Date ACT WorkKeys Makeup Test Date	March 4, 2015 April 1, 2015	ACT WorkKeys Accommodations Window March 4-18, 2015

IV = Internet Administration

P = Paper Administration

B = Both Methods of Administration

	Date	Task
P	September 29 – October 3, 2014	Window for test coordinator to receive test center establishment information.
P	October 6, 2014	Accommodations webcast becomes available online.
IV	October 2014	<i>National WorkKeys: Intro to Internet Testing How-To Webinar</i> for districts and school testing staff that will be utilizing WorkKeys Internet Testing for the first time. (Date and time will be announced in September.)
IV	October 2014	<i>National WorkKeys Internet: Groups and Batch Loading Webinar</i> for district and school testing staff. (Date and time will be announced in September.)
P	October 6 – 17, 2014	Window for test coordinator to complete establishment profile form and provide school information.
P	October 22, 2014	Accommodations Q&A session
P	November 3, 2014	Test administration webcast becomes available
IV	November 6, 2014	<i>Test Administration Training Q&A Webinar</i> for district and school testing staff. <i>Note: The ACT WorkKeys training recordings should be watched BEFORE attending the live Question & Answer sessions.</i>
IV	November 10, 2014	ACT WorkKeys Internet testing window opens
P	November 21, 2014	Deadline for ACT to receive requests for ACT-Approved Accommodations and supporting documentation.
P	January 9, 2015	Deadline for test coordinator to submit online off-site proposal, if applicable.
P	January 6 – 13, 2015	Window for test coordinator to confirm ACT testing enrollment online and to order ACT WorkKeys standard time and accommodations test materials online.
P	January 13, 2015	Test administration Q&A session
P	January 19 – 23, 2015	Test coordinator receives Preliminary ACT-Approved Accommodations Roster for review.
P	January 30, 2015	Deadline to request changes to the Preliminary ACT-Approved Accommodations Roster.

	Date	Task
P	February 2 – 6, 2015	Test coordinator receives nonsecure shipment(s).
P	November 24, 2014 – February 11, 2015	<p>Window for ACT to receive ACT-Approved Accommodations Late Consideration Form. (Must be accompanied by a <i>Request for ACT-Approved Accommodations</i>.)</p> <p>Applicable only to:</p> <ol style="list-style-type: none"> 1. Examinees who are newly enrolled at the school or newly classified as an eligible grade level. 2. Examinees who have a newly identified disability. 3. Examinees with ACT-Approved Accommodations who transferred to your school from another school in your state. 4. Examinees with medical emergencies or sudden onset of a medical condition.
P	February 2 – 11, 2015	Window for test coordinator to order State-Allowed Accommodations materials online.
P	February 5, 2015	Test administration Q&A session
IV	February 13, 2015	ACT WorkKeys Internet testing window closes
P	Early February – March 2, 2015	<p>Window for schools to:</p> <ul style="list-style-type: none"> • conduct supervised pretest sessions for all examinees, • conduct room supervisor and proctor training, and • arrange to meet testing requirements at school or off-site location.
P	February 16 – 20 , 2015	Test coordinator receives secure standard time and accommodations shipment(s).
P	March 3, 2015	Initial test date – ACT
P	March 4, 2015	Initial test date – ACT WorkKeys
P	March 3 – 17, 2015	Accommodations testing window (ACT-Approved and State-Allowed)
P	March 4 – 18, 2015	Accommodations testing window – ACT WorkKeys
P	March 3 – 5, 2015	<p>Window for test coordinator to submit online makeup order for standard time ACT and ACT WorkKeys materials.</p> <p><i>Note: The makeup order may not be placed until your school has completed all standard time testing (ACT and ACT WorkKeys) on the initial test dates.</i></p>
P	March 5, 2015	Test coordinator returns all initial test date materials (ACT and ACT WorkKeys) via the prescheduled pickup.
P	March 16 – 20, 2015	Test coordinator receives secure standard time shipment(s) for makeup testing.
P	March 9 – 30, 2015	Window for schools to conduct pretest sessions for applicable examinees for the makeup test date.
P	March 31, 2015	Makeup test date – ACT
P	April 1, 2015	Makeup test date – ACT WorkKeys
P	April 2, 2015	Test coordinator returns all makeup and accommodations test date (ACT and ACT WorkKeys) via the prescheduled pickup.
P	April 10, 2015	Deadline for ACT to receive all answer documents from schools (ACT and ACT WorkKeys). Late arriving documents will not be scored.
B	May 2015	WorkKeys Score Reports and National Career Readiness Certificates for qualified students sent to schools.